

17575 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Morgan Hill Library 660 West Main Avenue Morgan Hill, California Chairperson: Vice Chair:

Pamala Meador Tim Hennessey

Commission Member: Commission Member: Susan Brazelton Amy Whelan

Commission Member:

Loren Burks Winzeler

Commission Member: Commission Member:

Vacant Vacant

LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING

July 10, 2012

7:00 P.M.

AGENDA

CALL TO ORDER

ROLL CALL ATTENDANCE

<u>DECLARATION OF POSTING OF AGENDA</u> Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

OPPORTUNITY FOR PUBLIC COMMENT

PUBLIC COMMENT

Members of the public are entitled to address the Library, Culture, & Arts Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Library, Culture & Arts Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

City of Morgan Hill Library, Culture and Arts Commission Regular Meeting Agenda -July 10, 2012 Page 2 of 3

<u>ADOPTION OF AGENDA</u>

LIBRARY REPORTS

A. COUNTY LIBRARY REPORT

Legislation, Funding & Budgeting, JPA

County Librarian

B. MORGAN HILL LIBRARY REPORT

User Statistics-Staffing-Programs-Upcoming Events

Community Librarian

C. FRIENDS OF THE LIBRARY REPORT

WORKPLAN UPDATES

City Liaison Permanent Public Art Art and Culture Events Library Outreach & Support Cultural Heritage

President

All Commissioners Meador, Whelan

Brazelton, Meador, Whelan Hennessey, Meador, Whelan

Whelan Hennessey

CONSENT CALENDAR

- 1. APPROVAL OF MEETING MINUTES FOR May 8, 2012.
- 2. APPROVAL OF MEETING MINUTES FOR June 21, 2012

BUSINESS

3. BREAKING THE SOUND BARRIER

Recommended Action: Review exploratory committee and status update

4. COMBINING OF PRC AND LCAC

Recommended Action: Discuss comments shared by Community Member Muirhead during public comment at May 8th meeting.

5. LCAC PERMANENT PUBLIC ART GUIDELINES

Recommended Action: Review and discuss guidelines to ensure all commissioners are informed and aware

6. .GOV EMAIL ADDRESSES

Recommended Action: Review and discuss the adoption of .gov email addresses for all commissioners

7. MIKE DAVENPORT MEMORIAL

Recommended Action" Review proposal with entire LCAC team, discuss support, goals and recommendations.

8. 10 YEAR ANNIVERSARY OF CCC

Recommended Action: Review with staff proposed celebration and discuss with LCAC level of support to be given, if any.

City of Morgan Hill Library, Culture and Arts Commission Regular Meeting Agenda –July 10, 2012 Page 3 of 3

<u>ANNOUNCEMENTS</u>

<u>FUTURE COMMISSION INITIATED AGENDA ITEMS:</u>

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT to the next monthly meeting at 7:00 p.m. on September 11, 2012, Morgan Hill Library, 660 West Main Avenue, Morgan Hill.

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17555 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Following the opening of the Meeting, the public may present comments on items NOT appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action, your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

NOTICE AMERICANS WITH DISABILITIES ACT (ADA)

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

NOTICE

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

NOTICE

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

Item A

Report to Library Commission Nancy Howe, Acting County Librarian Santa Clara County Library District July 2012

Library cards

We are starting to renew library cards for those non-residents who purchased the \$80 card in July 2011. We mail a renewal letter and brochure to each non-resident card holder the month before their card expires. We have had 220 early renewals already! SCCLD received a \$22,000 bequest from a patron who recently died. It turns out that he was a non-District resident and purchased his card on July 1 last year.

Through April 30, we have sold 4,698 cards, and issued 7,186 of the free student limited cards. Since the fee implementation, we have increased our resident cardholder base to about 220,000, and have checked out approximately 15% more materials to our residents. Our overall circulation looks like it will drop from about 12 million last fiscal year to 10 million this fiscal year, but over the same time period our resident circulation is growing from about 7 million to over 8 million.

Science Kits

CHECK OUT SCIENCE is a series of science kits that children and their families are able to check from Santa Clara County Library District libraries, just like they would check out a book. Developed by the Lawrence Hall of Science, the kits provide a new way for families to explore science at home. Each kit includes a blank notebook and a free pass to the Lawrence Hall of Science, and is already very much in demand.

Website and Logo *New*

We will soon be launching a new website and a new logo. The website has been re-designed to have a fresh, clean look and will be much easier to maintain. For a sneak peak, go to: http://sccl.prototype.drupal.bibliocommons.com

State Budget

On June 27, Governor Brown signed a budget bill including \$4.7 million for California public libraries. While the former Public Library Foundation and Transaction Based Reimbursement programs that were eliminated last year are still unfunded, some money for Literacy programs (including SCCLD's The Reading Program) and regional library systems was restored. This restoration will also make California libraries eligible for \$15 million in Federal funds that were at risk if the state provided zero funding for libraries in two consecutive years.

New Online Services - Music, Language Learning for Kids and Business Directory Information

Freegal

Music formats are changing and while our CD collection and streaming music collections continue to be very popular, we decided to also add a downloadable music option that is free with your library card.

Visit <u>Freegal Music</u> for thousands of recordings from Sony Music Entertainment's catalog of legendary artists! There is music from every genre, from classical to modern pop to today's hottest artists. Hundreds of additional songs are added daily. All downloads are in MP3 format and are Digital Rights Management free – you can keep them forever! <u>Freegal</u> works with any MP3 player, including iPods. Library cardholders can download 3 songs per week using their barcode and PIN.

Muzzy

Summer is a great time for kids to explore the world through books and movies. It also just got more fun for kids to learn a language online. The Library has just introduced another service, free with your library card.

Muzzy Online offers children an opportunity to learn new languages through an interactive, self-directed program. Languages included are English, French, German, Italian, Mandarin Chinese, Portuguese, Russian and Spanish.

RefUSA:

Provides detailed and current directory information on U.S. and Canadian Businesses, as well as U.S. residents. Use this database to conduct business and consumer research, create marketing plans, research competitive analysis, raise funds, and locate people.

DISCOVER AND GO

Discover & Go is a new service launched June 1 that allows Santa Clara County Library cardholders to reserve free or discounted passes to a number of Bay Area museums and cultural institutions, including The Tech Museum, Oakland Zoo, Exploratorium, Lawrence Hall of Science, and many more.

Summer Reading

All are invited to take part in Santa Clara County Library District's Summer Reading program. This is an all ages, family, and community event designed to promote literacy and to foster a love of reading!

Summer Reading will take place from June 1—August 31, with signups taking place beginning June 1st.

From May thru June, we had 3247 children, 910 teens, and 421 adults participating in Summer Reading, for a total of 4578 participants in the district! We are off to a great start and sign-ups continue through the summer.

Author events this summer feature panels of historical fiction writers. Details can be found online at http://helpdesk.sccl.org/evanced/lib/eventcalendar.asp

We had 10 California Reads events at 6 of our libraries in June

The next featured California Reads title is <u>Lost City Radio</u> by Daniel Alarcon. Several exciting activities are planned for the fall, including a photography contest for teens, art contest for children, film programs and book discussions, an author visit by Daniel Alarcon to the Milpitas Library on September 5th, an online book club and a panel discussion at the Saratoga Library on the role of social media in democracy.

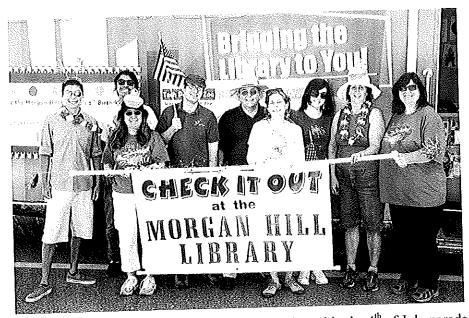
Information on all California Reads events is online: http://www.santaclaracountylib.org/services.california_reads/

County Librarian Selection Process

There was a national recruitment to recruit applicants for the County Librarian position. It is expected that interviews will be conducted in July. Three Library JPA members will participate in the interview process and advise the County Executive who is responsible for making the final selection.

Morgan Hill Library, Culture & Arts Commission July 10, 2012

Peggy Tomasso, Community Librarian



- ► The Morgan Hill Library staff and the Bookmobile participated in the 4th of July parade and handed out 1,500 invitations to the Library's 5th Birthday Party Extravaganza.
- ► Teen Spooky Story Contest: teens submit a spooky story set in Morgan Hill for a chance to win a gift card. Last day to enter is August 17th.
- ▶ The Summer Reading Program continues to be popular. 1,000 children, 115 teens, and 113 adults have signed up so far this summer.
- ▶ July 21: Library's 5th Birthday Party Extravaganza. There will be myriad activities for all ages from 10 until 4.

Staff News: I am pleased to announce that Durga Jandhyala has accepted the library's ½ time clerk position. She comes to us from the Cupertino Library where she has been a page. She will be starting on July 24th.

July/August Program Highlights:

Children's: 7/7: Animals from Around the World; 7/11 & 8/8: Reading Buddies; Family Movie Matinee: 7/14: Hugo, 8/25: Adventures of Tin-Tin; 7/17: Astronomy for Everyone; 7/18: Sing Big! Campfire Sing-along; 7/25 Summer Reading Club Award Party; plus weekly baby, bilingual, toddler and preschool story times.

Teen: Teen Movies: 7/3: Corpse Bride, 7/24: Ghostbusters, 8/14: Sherlock Holmes 2 & 8/28: Journey 2; 7/10: Make Creepy cupcakes; 7/17 FrankenToys; 7/19 & 8/16: Let's Play Just Dance; 7/26 Reads & Eats (read books before they are out and eat pizza); 7/31 Attack of the Munchies: Make Snacks; 8/2: Make your own Dream Journal and Dream Catcher.

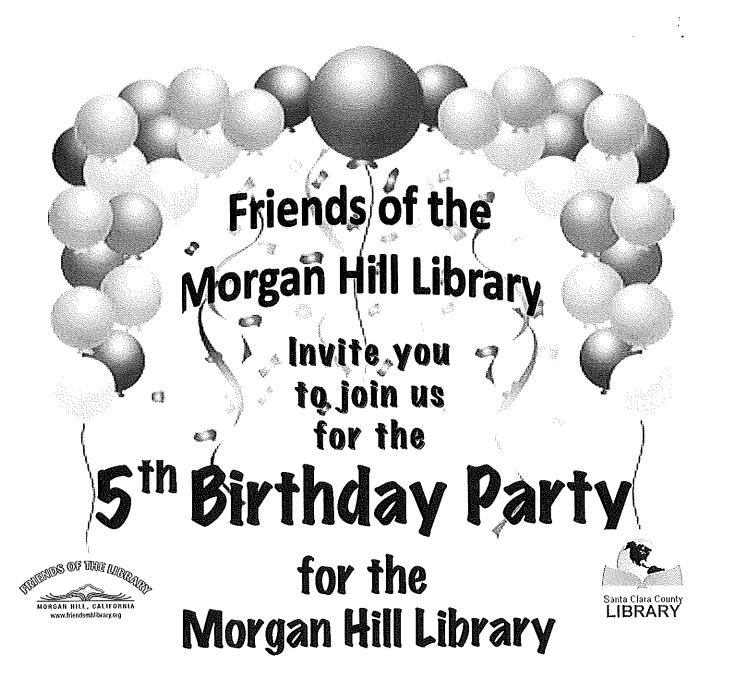
Adult: Classic Movies: 7/20: Breakfast at Tiffany's & 8/17 Singin in the Rain; 7/12 Historical Fiction Panel; 7/26: Book Discussion: Last Queen by C.W. Gortner & 8/30: Red Tent by Anita Diamant; weekly Tuesday Night Knit-In, & Zumba every Thursday at 5:45 with no classes in August.

Friends of the Morgan Hill Library Report to the Library, Culture and Arts Commission 10 July 2012 Valerie Chambliss, President

The biggest event of the season will be our Library's 5th Birthday Party on July 21. Along with this report are an invitation and a schedule of events (which Commissioners are encouraged to post anywhere they might think likely). A highlight of that day is the 1 pm unveiling of "Inspire," the Scape Martinez street art mural which is also the last of the artwork that the Friends have commissioned for the library. Also included with this report is a photo taken by Carol O'Hare of the artist in front of the first of his 5 panels. The mural will be installed on Friday afternoon, July 20, and Scape will be present at the Saturday unveiling to answer questions.

In preparation for the Birthday Party, Friends volunteers are cleaning artwork at the library. In late June, Teresa Stephenson, Mary Ringo and Carol O'Hare washed and waxed "Once Upon a Mushroom." So far this month, David Anderson, creator of "Leaves and Stars of Morgan Hill," dusted his large structure that hangs in the lobby. Another cleaning day is scheduled for the week of July 16, probably either Monday or Tuesday; if any Commissioner would like to participate, please contact Carol at cbohare@garlic.com.

Bookstore and online sales continue to do well, and the Friends raised \$815 at our June 9 Book Sale.



Saturday, July 21, 2012 10 am - 4 pm

Taiko drummers at 10, cake and refreshments at noon, "Sing with Me" at 11, Germar the Magician at 2 pm, "Frank Dicker Band" and "Free Spirit" music from 1 - 4, balloons, face painting and more!



Schedule of Events



Bilingual Story Time 10:15 - 11 in the Program Room

10 am

11 am

1, 2, 3 Sing with Me 嵳

MaryLee Sunserie

(music for babies and toddlers) 11 - 11:45 Program Room

Sandoshin Taiko Drummers



Library Scavenger Hunt for Kids and Teens 10 - 2:30 Starts at library entryway 10 - 10:30 Outside

Morgan Hill Chinese Kempo Demonstration 10:30 - 11 Outside

Birthday Greetings and Cake 12:15 Program Room

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Scape Martinez 1-1:30 Teen Study Room Unveiling of "Inspire" mural with artist

1 pm

Animal Showings

WERC

Children's area 11 - 2 in the

Frank Dicker Band 1-2:30 Outside LIVE MUSIC by

2pm

Face Painting by YAC Balloon Animals and

12-2 Outside

New Technology Petting 200 at the

Frank Dicker Band



Program Room 2-2:45 in the

Magician

the

Information Desk

30th

Germar

JIVE MUSIC by



CITY OF MORGAN HILL LIBRARY, CULTURE AND ARTS COMMISSION POLICIES AND PROCEDURES

LCAC-08-04

SUBJECT:

CITY'S PERMANENT ART COLLECTION

APPROVED BY CITY COUNCIL DATE:

October 16, 2008

The Library, Culture and Arts Commission will review and make recommendations to the City Council regarding all works of art to be acquired by the City, either by purchase, gift or otherwise, and exterior works of art installed in the City on public property.

A. Definition of Permanent Public Art

Permanent public art is that which is installed for one year or more in open and freely accessible areas designated as a public area, lobbies and public assembly areas of City property, or on non-City property if the work is installed or financed, either wholly or in part, with City funds or grants procured by the City..

B. Acquisition Policy - It is the policy of the City to encourage art in public places and to act as the conduit for the purpose of administration of a public art policy.

Acquisition Procedures:

- 1. All acquisitions as recommended by LCAC shall require review and approval by the City Council.
- 2. All acquisitions, whether purchased by or gifted to the City, shall require a contract addressing the terms of the acquisition; installation, instructions for maintenance; the manner in which work may be deaccessioned; and copyright, reproduction, and resale issues.
- 3. Funding for the maintenance must be determined prior to the acquisition.
- 4. The value of the work shall be agreed upon between the artist and the City.
- 5. Complete records shall be made and maintained by the staff representative to the Library, Culture and Arts Commission (LCAC) or other City staff as assigned by the Recreation and Community Services Director.
- C. Review Policy It is the policy of the City that all proposed acquisitions or gifts will be reviewed by a committee and that specific criteria be used in the approval process.

Review Procedures:

1. The review committee shall be made up of a member of the LCAC selected by the LCAC, a member of the community-at-large with expertise in public art selected by the LCAC, and a member of the City Staff selected by the City.

City of Morgan Hill Council Policies and Procedures Page 2 of 3

- 2. All submissions shall include a rendition of the work, a written description of the work including dimensions and material, proposed placement, a maintenance plan, and an estimated value.
- 3. The review criteria shall include:
 - a. quality of work
 - b. experience and abilities of the artist
 - c. style and nature
 - d. permanence and technical feasibility
 - e. budget
 - f. diversity
 - g. benefit
 - h. placement & public accessibility
 - i. ongoing maintenance requirements
 - j. public safety and liability
 - k. permanence
 - 1. aesthetics/enhance surroundings
- 4. A recommendation will be made by the review committee to the LCAC who will, in turn, make a recommendation to the City Council.
- D. Installation Policy It is the policy of the City to install works of public art in areas in which they will provide the greatest benefit to the community.

Installation Procedures:

- 1. When determining the site of installation, the following criteria will be considered:
 - a. public safety
 - b. visibility
 - c. lighting
 - d. traffic patterns
 - e. function of the facility/site
 - f. relationship of the proposed work to pre-existing works on the site
 - g. future development plans for the area
 - h. landscape design
 - i. environmental assessment
 - j. public accessibility
 - k. appropriateness of the physical characteristics of the site
 - relationship to the social and cultural identity of the immediate community
 - 2. Installation costs will be the responsibility of the artist or donating party unless otherwise stipulated in the contract.
 - 3. Each artwork shall be identified by a plaque stating the artist's name, artwork title, and the date the artwork was dedicated. The cost and installation of the plaque shall be the responsibility of the artist or donating party unless otherwise stipulated in the contract.
- Maintenance Policy It is the policy of the City to keep works of public art in their intended condition through inspection (cursory inspection by City staff and annual inspection by the LCAC) and required maintenance.

City of Morgan Hill Council Policies and Procedures Page 3 of 3

Maintenance Procedures:

- 1. Before public art is accepted by the City there shall be a plan for its maintenance requirements and for the funding thereof.
- 2. Written instructions from the artist or donor for the proper care and maintenance of each work are required.
- 3. City staff will perform a cursory inspection of installed works as part of the regular and customary maintenance of the site.
- 4. LCAC will perform an annual inspection and inventory prior to the end of each fiscal year of all works and provide a written report of findings at a regularly scheduled LCAC meeting. LCAC will advise the City Council on any maintenance issues.
- F. Deaccession Policy It is the policy of the City to maintain its' permanent collection of public art in good condition and in keeping with the historical and cultural values of the community and will deaccession the work if the values are no longer met or if it is determined that maintenance costs are not feasible.

Deaccession Procedures:

- 1. An agreement regarding the manner in which the work may be deaccessioned shall accompany all acquisitions.
- 1. Physical evaluations may take place annually by the LCAC and a written report will be prepared by the LCAC and be submitted to Council for every work in the City's collection.
- 2. The following criteria will be used when determining deaccession of a work of art:
 - a. if the City cannot properly care for or store the work
 - b. if the aesthetic or the historical/cultural value of the work is no longer evident
 - c. if the work demonstrates faults in design or workmanship
 - d. if the condition of the artwork requires repair or restoration in excess of the value or in excess of the funds allotted in the acquisition contract or available from the City.
- 3. The City shall dispose of all deaccessioned works in accordance with the terms specified in the acquisition contract or, if no terms are specified, by sale, trade, transfer or destruction. Ethical standards will apply.
- 4. Any and all monies raised from deaccession will be added to the Community Culture & Art Fund and in keeping with the California Resale Royalties Act.

This policy shall remain in effect until modified or revoked by the City Council.

GUIDELINES FOR MAINTAINING PUBLIC ART

The Library, Culture and Arts Commission's Policies and Procedures regarding City's Permanent Art Collection requires annual inspection for the City's public art for maintenance purposes. Following the annual inspection, the LCAC is to advise the City Council on any maintenance issues.

- 1. The annual inspection and inventory of public art will occur prior to the close of the fiscal year, and preferably in the month of April (See $\PE(4)$);
- 2. For any major repair of public art, the LCAC shall report the same to the City Council and seek direction. A major repair is:
 - a. Repair or maintenance the cost of which exceeds the funds available to LCAC in the Art Foundation; or
 - b. A repair that could affect the integrity or visual perception of the work.
- 3. For any repairs which poses a safety hazard or safety concern the LCAC shall immediately report the same to the appropriate city agency for handling.
- 4. For routine maintenance, the LCAC shall:
 - a. Ensure that it has on file the recommendations and instructions form the artist for maintenance of the work (See ¶¶B(2)&E(2));
 - b. Where a professional is required for performing maintenance on the public art, the LCAC shall make its best efforts to create a list of qualified professionals who may be contacted to perform said work;
 - Where maintenance does not require professional work, the LCAC shall seek volunteers to perform the work;
 - d. Costs of routine maintenance will be paid from the Art Foundation to the extent funds are available and with the approval of the LCAC.